

Shaugh Prior Parish Neighbourhood Plan Steering Group

Minutes of Meeting @ Moorland Hotel Tuesday 11th November 2025

Present: Tim Clewer, Tim Thomas, Simon Francis, Lesley Nel, Jennie Winter, Vanessa Tyler, Julia Sanders

Apologies: Pam Golding, Nay Proctor, Jason Elmers

The Minutes of the Steering Group Meeting of 15th October 2025 were agreed and approved.

MATTERS ARISING:

Questionnaire:

The N/Plan Questionnaire was closed on 31st October 2025.

We are pleased to see we have had over 150 responses to our community engagement, approximately 20% of 750 eligible parishioners.

JS to post note of thanks on FB.

TC to post note of thanks on Parish News

NP Email (Maristow)

TC commented on a group of emails received from Joe Hess (Maristow).

TC had responded. No further action required.

S.Hams - Call for sites

TC confirmed there was no plan to respond to Call for Sites from neither Parish Council nor from N/Plan Group.

TT identified issues with roadside parking of Camper Vans and Lorries especially with the start up of Tungsten West. Cllr Tony Carson suggested there could be a source of funding if land for a designated lorry park was found.

TC - It should be noted that Tungsten West Lorries would route to the South and would therefore not route through our Parish.

SF - The requirement for evidence that the Community have flagged up the need for a designated lorry site.

Currently, the Community have only stated their wish not to have lorries parked on the roadsides.

This could become a topic for Consultation in the future.

No further action required at present.

Collating Paperwork

LN & JS continue to hold and track emails and Minutes etc.

Collating and Clearing up earlier paper/information trails:

JW - to forward any early paperwork she holds to LN for collating.

JW - to forward posters for same.

JS confirmed that previous Comms Groups & Steering Group Minutes are visible on the website.

TT - to provide if possible, helpful background paperwork re. agreements which Barrie Spencer the previous Chair, made with South Hams regarding boundaries etc., and S.Hams support for our Plan. (Currently missing from our paper trail).

TC - stated our main aim is the Draft Plan, and other issues of missing docs. can be addressed later during 6 week consultation period.

TC - the need for members to send any stray paperwork to LN / JS for collation.
Do not delete anything at this stage.

Group Membership

JS, VT, JW, NP, KS, PV, JE to send Declaration of Interest.

It is noted that members who have not signed the Steering Group Constitution and not made Declaration of Interest will no longer be considered members of the Steering Group, although they may re-apply.

MAIN ITEMS

Draft Plan

SF has consolidated the information feedback for each type of consultation and events into a summary document for each one. This pulls out the key themes toward forming a potential relevant policy.

SF - We now have a summary document from all of the consultations which provides a feel for what the general themes were.

SF - Next stage: to feed that info back into the Plan by the end of the month.
The Document to be read and responded to by SG Members. Material is structured in consistent way for ease of reading.

Discussion came forth on how the data was processed.

If required, we can confirm that AI is used to collate data from questionnaires & consultations.

It is only a proposal at this stage, and S Hams will inevitably have their input.

SF to send Draft Plan to SG members before Xmas.
Agreed that members review the Draft Plan at that point.
No requirement for a SG Meeting in December
Arrange meeting in January to discuss.

TC states the guidance requires us to respond to issues raised in the Local Authority's Local Plans (eg. Renewable Energy as Devon has a Renewable Energy Strategy). We need to say how we engage with such issues.

JW asks about criteria for reading the draft plan.
LN referred to the Summary Roadmap which relates to this.
JW suggests a template to assist in the feedback
SF to provide same.

Before Xmas - we shall have a draft N/Plan to read
A template to be sent to Steering Group to help feed back our responses.
Time limit to have responses back by: 8th January 2026.

TC - The Draft Plan is a Confidential 1st Draft for Steering Group Members only, who have signed and sent their Declaration of Interest by end of November. **Please do not share at this stage.**

The Plan will not be sent to those who have not signed.
Any queries on this to TC.

Comments back to SF by Thursday 8th January.
Meeting Date of next Steering Group Thursday 15th January @ 1900 hrs.
Steering Group Social Dinner @ Moorland : Thursday 29th January 2026.
JS to book

LN to chase Alexis Wilson from S Hams.

STAGE 2 CONSULTATION

6 week Consultation required.
Suggestion to use P.O. side room of Moorland Hotel to hold display of either tables around two walls or stand up display boards, whereby parishioners could walk in any day to look.
Provide Post Box for questions to check weekly and reference book relating to display.
We can staff this when able.
Post this information on f/b. for public awareness.
Printing and numbers of docs. discussed.

FINANCE

TT - has submitted Grant Application to Newnham Solar Fund for £3,189.00
Consists of 4 days of Deborah Mc.Cann.
Printing budget for final print. dble sided A4 - 50 copies of Plan
Venue hire
Refreshments allowance £50
Nominal Postage costs £25

Grant is subject to proof of invoice before payment
Parish Council to hold funds as agreed.
Hope for response from Newnham Solar Fund within 2 weeks.

TT Confirmed we have complied to their Rules and Regs.

In terms of Parish Council we have £315 - post the payment to Jason of £185.
Need to spend by end of March 2026.

Other grants in hand to look at in future up to £500 and £750
Decided to wait for Newnham response before applying elsewhere.
TC - Decisions on this will be left with TT - to report back at the next meeting.

ASSETS OF Community Value

School - The Moorsway Federation still hold the lease, and holding meeting to determine what their intentions are.

A sustainable proposal could be made to acquire the School as an Asset of Community Value.

How do we show this in the Plan.

Nomination proposals and process were discussed at length.

Parish Council Response

Re. current position i.e between who is taking the lead between Parish Council and N/Plan?

LN sent email to Parish Council who have not yet replied.

LN to go back to PC to tie the process together.

Requesting the topic goes onto the Agenda for 3rd December.

Ask them to confirm if the PC are leading this, or are they asking N/Plan to lead.

In terms of where the N/Plan is, we would like a clear comment from the PC on the 3rd Dec. LN to implement.

OTHER COMMUNITY PROJECTS (NON NP)

Hawks Tor, Footpaths and Allotments are items of interest to be discussed at later date.

DATE OF NEXT MEETING

Thursday 15th January 2026 @ Moorland Hotel at 1900 hrs.

Confirmed new Date for Social SG Dinner @ Moorland Hotel
Thursday 29th January 2026 @ 1900 hrs.

